



## APPLICATION

### Local Transportation for Livable Communities Program (Local TLC)

This Local TLC application consists of four parts: 1) Basic Information; 2) Project Readiness Criteria; 3) Project Eligibility Criteria; and 4) Project Attachment Checklist (budget, maps or plans, photos, and illustrations, etc.). The Local TLC application form is used when a “Local TLC Call for Projects” has been issued and also when a pre-qualified HIP Capital program is ready to submit for disbursement of funds. Please submit 5 copies and one electronic copy of your application to TAM.

This Local TLC application form can be downloaded from TAM’s website at [www.tam.ca.gov](http://www.tam.ca.gov). Refer to the Program Description for full details about the application process. **Refer to the attached TLC Application Attachment 1 for full details about the Local TLC Capital Project Readiness Criteria, Basic Eligibility Criteria, and Capital Project Evaluation Criteria.**

Part One: Basic Information	
<b>Project Title:</b>	
<b>Project Description:</b>	
<b>Total Project Cost:</b>	\$
<b>Local TLC Program Funds Requested:</b>	\$
<b>Local Match:</b>	\$
<b>Sponsoring Agency:</b>	

<b>Co-Sponsoring Agency/Organization:</b>	
<b>Other Project Partners:</b>	

### Parts Two and Three: Project Criteria

In order to qualify for a Local TLC grant, a transportation project is screened and evaluated based on three sets of criteria: Project Readiness Criteria; Basic Eligibility Criteria; and Evaluation Criteria. The first two sets of criteria must be discussed below by all Local TLC and HIP Capital project sponsors. Evaluation Criteria are listed in the Program Description and do not require separate responses.

<b>Part Two: Project Readiness Criteria</b>	
The transportation capital project must be ready to begin the preliminary engineering, environmental review and clearance, right-of-way, and construction phases, and to secure a federal authorization to proceed with construction by the local obligation deadlines set by TAM.	
<b>Collaborative Process:</b>	
<b>Financial Readiness:</b>	
<b>Reliance on Another Project:</b>	
<b>Environmental Clearances:</b>	
<b>Acquisitions:</b>	
<b>Utility Relocations:</b>	
<b>Public Agency Coordination:</b>	
<b>Engineering Status:</b>	

<b>Local Opposition:</b>	
<b>Lawsuits:</b>	

<b>Part Three: Project Eligibility Criteria</b>	
<p>All basic eligibility criteria below must be met before a project can be reviewed according to the Evaluation Criteria. Briefly describe how the project satisfies, or will satisfy, each criterion. Following grant approval, the project sponsor will submit a governing board-approved (e.g., City/Town Council, Board of Supervisors) resolution acknowledging and committing to meeting the requirements described below. <i>TAM reserves the right to rescind the Local TLC Capital funds in full should any of the above requirements not be fulfilled by the project sponsor, and reprogram the Local TLC Capital funds as necessary.</i></p>	
<b>The Funding Request is Greater Than \$150,000 and Less Than \$500,000:</b>	
<b>The Local Match:</b>	
<b>Applicable Regulations:</b>	
<b>Project Definition/ Usable Segment:</b>	
<b>Project Delivery Requirements:</b>	
<b>Cost Increases:</b>	
<b>Project Consistency:</b>	
<b>Field Review:</b>	
<b>NEPA:</b>	
<b>Construction Plan</b>	

<b>Design Review:</b>	
<b>PS&amp;E:</b>	
<b>Obligation of Funds:</b>	
<b>Promotional Photographs:</b>	
<b>Notification of Potential Project Delivery Problems:</b>	
<b>Maintenance:</b>	
<b>For HIP Capital projects only: Link Between Housing Development and Transportation Project (if applicable):</b>	

Note About Evaluation Criteria
<p>If a Local TLC project meets all the screening factors identified in the Project Readiness and Project Eligibility criteria sections above, it is evaluated according to the criteria contained in the Program Description.</p> <p>For each category, a project will be assigned a “high,” “medium,” or “low” rating. Funding priority is based on the degree to which the project meets these criteria. Project review, ranking and prioritizing is an inherently subjective process. This is especially true when thinking about design, community involvement, etc. It also allows for discussion and negotiation between project reviewers. Other methods might include numeric scores or incorporating other weighting factors to preferred goal areas. The project impact will be weighted to meet Marin’s priority need for affordable housing.</p>

#### **Part Four: Project Attachment Checklist**

Please submit the following information as part of your Local TLC application:

- ☐ Map showing project location and local/regional street, bicycle, transit and highway facilities within and near the project area.
- ☐ Map or plan showing project level detail (such as a site plan).
- ☐ Photographs depicting existing conditions.
- ☐ Conceptual drawings and illustrations (such as architect renderings and elevations) of proposed capital improvements.
- ☐ Detailed line-item budget for proposed project. NOTE: Only un-shaded sections of the line-item budget form (See attached Local TLC Line Item Budget) need to be completed for application submittal. Upon funding award, shaded sections must be completed by applicant.
- ☐ Optional: letters of support. Please note that letters of support only will be accepted as attachments to the application.

#### **Local TLC Contact Person**

Submit 5 copies and one electronic copy of your application to TAM. To contact TAM with any questions, arrange an appointment to review project designs, or to send us the requested materials, please contact:

Carey Lando  
Transportation Authority of Marin  
3501 Civic Center Drive, Room 304  
San Rafael, CA 94903  
Attn: TLC Capital Program

Phone: 415-499-6528  
E-mail: [clando@co.marin.ca.us](mailto:clando@co.marin.ca.us)

**LOCAL TLC LINE ITEM BUDGET**  
**PART ONE: GENERAL PROJECT INFORMATION**

\_\_\_\_\_ Project is located entirely within the RTPA.  
 \_\_\_\_\_ Proposal is statewide or multi-regional in scope.  
 PROJECT TITLE:

RTPA/ County:  
 Legislative District Number:

ADMINISTERING AGENCY APPLICANT Project  
 Administrator/person with day-to-day responsibility for  
 implementing project (Name, title, agency, address, phone, fax, email)

FUNDS REQUESTED \$ \_\_\_\_\_

NON-FEDERAL MATCH \$ \_\_\_\_\_

TOTAL PROJECT COST \$ \_\_\_\_\_

☐ Is a stand-alone project.

☐ Is part of a larger project.

Total Project Cost \$ \_\_\_\_\_  
 (Round dollars to nearest thousands)

Person who can answer questions about this  
 application (Name, title, phone, fax, email)

PARTNER(S) (Name, title, agency, address, phone, fax)

**PROJECT SCOPE OF PROPOSED TRANSPORTATION PROJECT**

Describe the project's location, limits of work, size, etc. (*Not* the justification or benefits).

**PROPOSED SCHEDULE:**

Quarter and Calendar Year

Start Environmental Studies  
 Draft Environmental Document  
 Final Environmental Document  
 Begin Design Engineering  
 Plans, Specifications, and Cost Estimates complete  
 Start Right of Way Acquisition  
 Right of Way Certification  
 Ready to Advertise  
 Award Construction  
 Project Completion (open for use)

WHICH CATEGORY OR CATEGORIES ENCOMPASS THE TEA? (May be more than one.)

List approximate amount of federal TEA funds to be spent in each of the TEA categories:

\$ \_\_\_\_\_ 1. Pedestrian or bike facilities

\$ \_\_\_\_\_ 7. Rails to trails

\$ \_\_\_\_\_ 2. Acquisition of sites

\$ \_\_\_\_\_ 8. Outdoor advertising removal

\$ \_\_\_\_\_ 3. Historic highway programs

\$ \_\_\_\_\_ 9. Archaeology planning/research

\$ \_\_\_\_\_ 4. Landscaping/scenic beautification

\$ \_\_\_\_\_ 10. Runoff water pollution control

\$ \_\_\_\_\_ 5. Historic preservation

\$ \_\_\_\_\_ 11. Environmental mitigation

\$ \_\_\_\_\_ 6. Historic transportation rehabilitation

\$ \_\_\_\_\_ 12. Transportation museums establishment

Activities outside the categories: List approximate amount of federal TEA funds to be spent in activities outside the twelve categories  
 (must be necessary and incidental to the portion inside the categories): \$ \_\_\_\_\_  
 Describe:

## PART TWO: FUNDING

Prepared by \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

### PROJECT COMPONENT COSTS

#### PRELIMINARY ENGINEERING PHASE:

• Construction Documents \$ \_\_\_\_\_  
 • Environmental Documents \$ \_\_\_\_\_  
 TOTAL PRELIMINARY ENGINEERING \$ \_\_\_\_\_

#### RIGHT OF WAY PHASE (ACQUISITION):

• Capital \$ \_\_\_\_\_  
 • Support costs \$ \_\_\_\_\_  
 TOTAL RIGHT OF WAY \$ \_\_\_\_\_

#### CONSTRUCTION PHASE:

• Construction contract items \$ \_\_\_\_\_ \*  
 Contingencies \$ \_\_\_\_\_  
 Construction engineering \$ \_\_\_\_\_  
 TOTAL CONSTRUCTION \$ \_\_\_\_\_

\*see next sheet for detail

### CASH FLOW CHART

	Fiscal Year 2000/01	Fiscal Year 2001/02	Fiscal Year 2002/03	Fiscal Year 2003/04	Beyond 2004/05
Preliminary Engineering	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Right of Way	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Construction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

### LOCAL FUNDING SHARE DETAIL

Phases	A Federal	+	B Match	=	C TEA Cost	D* Total Cost
Preliminary Eng	\$ _____		\$ _____		\$ _____	\$ _____
Right of Way	\$ _____		\$ _____		\$ _____	\$ _____
Construction	\$ _____		\$ _____		\$ _____	\$ _____
TOTAL	\$ _____		\$ _____		\$ _____	\$ _____

\*Fill in column 'D' only when TEA is part of larger project, not a stand-alone project

### SOURCE(S) OF MATCH

(Spell out; No acronyms) Preliminary Engineering \_\_\_\_\_  
 Right of Way \_\_\_\_\_  
 Construction \_\_\_\_\_

### MAINTENANCE Who will maintain?

What is the source of maintenance funds?

**PART TWO: FUNDING (continued)**

**ITEM ESTIMATE - CONSTRUCTION CONTRACT ITEMS**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
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COMPLETE AT TIME OF FUNDING AWARD



### PART THREE: ASSURANCES

This page must be signed for the project to be considered for funding

Commitment/Prior Commitment:

Has the project Administering Agency certified that it is willing and able to maintain and operate the project?

☐

Yes

☐

No

Please describe the best evidence of the certification available. If none is available, when can one be provided?

Project Administering Agency possesses legal authority to nominate transportation enhancement activity and to finance, acquire, and construct the proposed project; and by formal action (e.g., a resolution) the Administering Agency's governing body authorizes the nomination of the transportation enhancement activity, including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the Administering Agency to act in connection with the nomination and to provide such additional information as may be required.

Project Administering Agency will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity. With the approval of the California Department of Transportation, the Administering Agency or its successors in interest in the property may transfer the responsibility to maintain and operate the property.

Project Administering Agency will give the California Department of Transportation's representative access to and the right to examine all records, books, papers, or documents related to the transportation enhancement activity.

Project Administering Agency will cause work on the project to be commenced within a reasonable time after receipt of notification from the State that funds have been approved by the Federal Highway Administration and that the project will be carried to completion with reasonable diligence.

Project Administering Agency will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, and any other federal, state, and/or local laws, rules and/or regulations.

I certify that the information contained in this transportation enhancement activity application, including required attachments, is accurate and that I have read and understand the important information and agree to the assurances on this form.

Signed \_\_\_\_\_

Date \_\_\_\_\_

(TEA Administering Agency Representative as shown in Resolution)

Printed (Name and Title) \_\_\_\_\_

Administering Agency \_\_\_\_\_

## **Local TLC Contact Person**

To contact TAM with any questions, arrange an appointment to review project designs, or to send us the requested materials, please contact:

Carey Lando  
Transportation Authority of Marin  
3501 Civic Center Drive, Room 304  
San Rafael, CA 94903  
Attn: HIP Capital Program

Phone: 415-499-6528  
E-mail: [clando@co.marin.ca.us](mailto:clando@co.marin.ca.us)

# LOCAL TLC APPLICATION

## ATTACHMENT 1

### **Part 1: Local TLC Capital Project Basic Eligibility Criteria**

All basic eligibility criteria below must be met before a project can be reviewed according to the evaluation criteria under Part 3. Briefly describe how the project satisfies, or will satisfy, each criterion. Following grant approval, the project sponsor will submit a governing board-approved resolution acknowledging and committing to meeting the requirements described below.

1. The funding request is greater than \$150,000 and less than \$500,000.
2. The project sponsor assures that a local match of at least 11.47 percent of the total project cost will be available.
3. The project sponsor agrees to abide by all applicable regulations, including the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and the American with Disabilities Act (ADA).
4. The project is well defined and results in a usable segment. The MTC definition of “usable segment” is applied, meaning a section of public improvements that has defined start and end points and allows continuous travel from the start point to the end point.
5. The project sponsor understands and agrees to the MTC project delivery requirements as described below and in MTC Resolution 3606.
6. Federal funds through the Local TLC Capital Program are fixed at the programmed amount, and therefore any cost increase would not be funded through TAM.
7. Projects are to be designed and built consistent with the project description contained in the grant application.
8. A field review with Caltrans Local Assistance will be completed within six (6) months of grant approval.
9. The appropriate NEPA document for the project will be certified through the office of Caltrans Local Assistance within twelve (12) months of grant approval.
10. The project design drawings will be submitted to TAM for review and comment at various design stages, typically 30%, 60%, 90%, and 100% submittals to ensure the design is consistent with the original grant application.
11. As with the regional program, completed Plans, Specifications, and Estimates (PS&E) package will be submitted to MTC and Caltrans Local Assistance by no later than April 1 in the year of regional obligation deadline.
12. Federal funds will be obligated by the fund obligation deadline established by MTC for this grant cycle.
13. The “before” and “after” photos of the project will be sent to TAM for use in publications, press releases, reports, etc. about the Local TLC Capital program.
14. TAM will be notified immediately to discuss potential project implications that will affect the delivery of the project.
15. The project sponsor commits to maintaining the project.
16. The project will be consistent with TAM’s TOD/PeD (Transit-Oriented Design/Pedestrian-Oriented Design) Guidelines.

Marin County TAM reserves the right to rescind the Local TLC Capital funds in full should any of the above requirements not be fulfilled by the project sponsor, and reprogram the Local TLC Capital funds as necessary.

## **Part 2: Local TLC Capital Project Readiness Criteria**

These criteria will be used to evaluate whether a project will be able to meet the fund obligation deadline. The projects must secure a federal authorization to proceed with construction by the obligation deadline set by TAM.

1. Collaborative planning process involving the local government agency, community stakeholders, transit district(s), and others affected by the project.
2. Is the project fully funded with Local TLC Capital funds and other funds that are in control of the local government agency and assigned to the project?
3. Is the project dependent upon another uncompleted major capital project?
4. What type of environmental document required by CEQA and NEPA will be (has been) prepared, and when would it be (was it) certified? What environmental issues may require more detailed study?
5. Is the project entirely within the local agency's right-of-way? Are any new right-of-way, permits or easements needed, and when would it be acquired (from non-Local TLC sources) if needed?
6. Is there a utility relocation phase within the project area but implemented separately from the project?
7. Have all affected departments within the local government agency, transit agency, and/or other public agency (1) been involved in the development of the project and (2) reviewed the project to ensure project feasibility?
8. Is the project difficult to engineer (or has engineering been completed)?
9. Is there significant local opposition that may prevent the project from meeting the funding obligation deadline?
10. Are there any pending lawsuits related to the project?

## **Part 3: Local TLC Capital Project Evaluation Criteria**

If a project meets all the screening factors identified in Parts 1 and 2 above, it is evaluated according to the criteria shown below. For each category, a project will be assigned a "high," "medium," or "low" rating. Funding priority is based on the degree to which the project meets these criteria. Project review, ranking and prioritizing is an inherently subjective process. This is especially true when thinking about design, community involvement, etc. It also allows for discussion and negotiation between project reviewers. Other methods might include numeric scores or incorporate other weighting factors to preferred goal areas. The project impact will be weighted to meet Marin's priority need for affordable housing.

### ***1. Local TLC Capital Program Goals***

- a. Project addresses one or more Local TLC Capital program goals, and demonstrates how well the goals are met.

### ***2. Community Involvement***

- a. Project resulted from an inclusive and collaborative planning process with community stakeholders, including low-income, minority community representatives (if applicable), as demonstrated by new or strengthened project partnerships, outreach efforts to a diversity of participants, and innovative planning techniques used to solicit public input.
- b. A planning document (such as a transportation-land use plan, urban design/landscape concept plan, design development plan, specific plan, general plan, etc.) from which the project was derived, or a conceptual design illustrating the project, has been prepared and made available to the public for review and comment.
- c. Project is supported by the local agency (including planning, public works, engineering, traffic, and/or redevelopment departments/ agencies), transit operator(s), and community stakeholders who are affected by the project.

### 3. *Project Impact*

The project remedies a current or anticipated problem, and will result in one or more of the following community benefits:

- a. *Transportation Choices*: project provides for a range of transportation options to access jobs, shopping, recreation and other daily needs
- b. *Pedestrian and Bicycle Access*: project improves direct pedestrian or bicycle access to the downtown, commercial core, neighborhood, or transit stop/corridor
- c. *Transit Access*: project improves transit accessibility to a major activity center
- d. *Safety and Security*: project reduces the number of pedestrian/bicycle injuries and fatalities, and addresses safety and security concerns around transit facilities
- e. *Street Design*: project promotes good street design to encourage pedestrian, bicycle and transit trips such as appropriate-width traffic lanes, wide sidewalks, marked crosswalks, landscape buffers, pedestrian refuges in medians, etc.; promotes safe road-sharing between bicycles and vehicles; and complies with the American with Disabilities Act and applicable street design standards
- f. *Traffic Calming*: project reduces driving speeds to facilitate safe pedestrian, bicycle, and vehicle travel and street crossings
- g. *Streetscape Design*: project creates pedestrian, bicycle and transit friendly environments through street trees, landscape buffers, pedestrian-scaled lighting, wide sidewalks, etc.
- h. *Community Design*: project enhances the look and feel of the community and fosters a strong sense of place through upgrades to the physical environment and cohesive designs of streets, buildings, and public spaces
- i. *Air Quality*: project improves mobility via walking, biking, or taking transit, and thus reduces vehicle trips and improves air quality
- j. *Economic Development*: project acts as a catalyst to generate local economic development opportunities, particularly within disadvantaged communities
- k. *Safe Routes and Access to Schools*: project addresses safety and security concerns around schools

### 4. *Land Use Links*

- a. Project supports channeling new growth to areas of the county with established infrastructure and existing residential development, employment centers, and other major activity centers such as downtowns, retail and cultural facilities.
- b. Project is located in a project area that is currently zoned, or will be rezoned, to support the development of a diverse mix of housing (particularly high-density, affordable, and/or mixed-income developments), retail, commercial, or office uses.
- c. Project is located in a project area where major transit infrastructure exists or is planned to serve the land use developments.
- d. **Project directs investment to a traditionally low-income community, as demonstrated by Census data on income and/or poverty level compared to the city or county as a whole.**